

25X1

**SECRET**

Copy 6 of 6

23 July 1956

**MEMORANDUM FOR: Director of Administration (AQUATONE)**

**SUBJECT : Reimbursing Security Office for Unused  
Hotel Facilities**

1. Transmitted herewith for your attention and/or approval prior to payment is memorandum dated July 19, 1956, from the Security Office concerning payment of expenses to Hotel Dupont Plaza covering four drivers. As is stated in the memorandum the rooms were not utilized and under normal conditions there should have been a system in effect whereby the individuals for whom the reservations were made would have contacted the Case Officer or some other official to permit releasing the reservations when it was seen that they would not be utilized.

2. In this particular instance one should observe that the expense to the Government is no greater or no less by reason of the fact that the rooms were not inhabited. Accordingly, it is recommended that you approve the attachment for reimbursement to the Security Office since they have, in fact, incurred the expense.

3. To avoid a repetition of the situation under discussion the Case Officer has been contacted and he has expressed willingness to require this type of personnel to give notice no later than 5 P.M. on any date where the reservations made for them will not be used.

25X1

Project Comptroller

**Attachments: a/s**

**Distribution:**

001 - Addressee w/atts

3 - Case Officer

4 - [redacted] (FIN)

5 - Reading

~~6 - Chrono~~

25X1

DNO/jec

**SECRET**